

Instructions for Completing  
ANNUAL STATISTICAL REPORT FORM

REPORT DUE DATE: July 1

**SECTION 1: ADMINISTRATIVE PERSONNEL**

- This section is used to report **non-licensed** administrative/supervisory personnel only.
- Report individuals such as: business managers, administrative assistants, directors, coordinators, etc.
- List the complete name of the position. Attach additional sheets if necessary.
- These individuals should be reported as **full time equivalent**. This is the amount of time required to perform an assignment stated as a proportion of a full-time position, and computed by dividing the amount of time employed by the time normally required for a full-time position. Full-time equivalent should be reported to the nearest 10th.
- Be sure to include a **Total**.

**SECTION 2: OTHER EMPLOYED PERSONNEL**

- Report the number of other employed personnel as full-time equivalent to the nearest 10th.
- It is important to accurately report how many of these individuals are paid from the General Purpose Funds and/of Federal Funds. These numbers will be used to determine BEP funding and reported in the Report Card.
- School Safety Personnel are defined as those employees whose primary responsibility is to enhance the overall safety/security of any school building and/or campus. For the purposes of this report include in-house or contracted safety/security personnel as well as local law enforcement agency personnel who are specifically assigned to a school or campus even though the system may have no financial or supervisory responsibilities related to their presence.
- Be sure the Total for items 1 through 10 equal the **Total for Other Employed Personnel**.

**SECTION 3: NET ENROLLMENT OF OTHER PUPILS UNDER CONTROL OF LOCAL BOARD OF EDUCATION**

- Headstart---indicate the total number of children enrolled. Do not count a child more than once.
- Summer School---indicate the total number of children enrolled in Summer School. Do not count a student more than once: even if the student attends two sessions of summer school.
- Adult Basic Education---indicate the total number of students served. Do not count a student more than once.
- Other Pupils\*\*\*---indicate the total number of students served by your school systems and specify the types of programs. Do not count a student more than once.

The contact person for this report is *Anna Kniazewycz*, she may be reached at (615) 532-9691 or [akniazewycz@mail.state.tn.us](mailto:akniazewycz@mail.state.tn.us)

